

Charges & Remissions Policy			
Current Status:	Operational	Last Review:	May 2024
Policy Owner:	Group Director of Finance	Next Review:	May 2026
Roles Responsible for Review:		Originated:	Sept 2019
Approved by:	Resources SET	Committee:	Finance Committee
Type of Policy:	Staff / Students / External	Quality Assured by:	Policy Team

1. Summary

- 1.1 This policy applies to all staff, volunteers and any other personnel associated with Eastern Education Group Trust (EEGT), which includes:
- Abbeygate Sixth Form College
 - Chalk Hill
 - Duke of Lancaster School
 - Exning Primary School
 - One Sixth Form College
 - Priory School
 - Stone Lodge Academy
 - Sunrise Academy

2. Policy Statement

- 2.1. The Board of Trustees recognises the valuable contribution that the wide range of additional activities, including clubs, visits and trips, residential visits and experiences of other environments, can make towards students' all round educational experience and their personal and social development.
- 2.2. It is the Government's policy that tuition fees should not be charged for 16-18-year-old 'home' students in full-time further education. Eastern Education Group Trust (EEGT) adheres to government guidelines and the regulations of the Education & Skills Funding Agency (ESFA). The ESFA have defined a 'home' student in paragraphs 38-41 of the [Funding Guidance for Young People 2021 to 2022](#). A copy of the full document is available from on the Government website.

- 2.3. The Teaching and Higher Education Act 1998 defines fees and also allows for certain items to be charged. The College will give advance notice to parents of the amounts likely to be incurred for the certain items that can be charged for.

3. Roles and responsibilities

The Board of Trustees

- 3.1 The Board of Trustees has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual Trustee or the CEO.
- 3.2 Responsibility for approving the charging and remissions policy has been delegated to the CEO
- 3.3 Monitoring the implementation of this policy has been delegated to the CEO

Chief Executive Officer

- 3.4 The CEO is responsible for ensuring staff are familiar with the Charging and Remissions Policy, and that it is being applied consistently. This responsibility is delegated to the EEGT Senior Executive Team.

Staff

- 3.5 Staff are responsible for:
- a) Implementing the charging and remissions policy consistently
 - b) Notifying the EEGT Finance Team of any specific circumstances which they are unsure about or where they are not certain if the policy applies
 - c) The Trust will provide staff with appropriate training in relation to this policy and its implementation as and when requested and required.

4 Charges

- 4.1 The Board of Trustees reserve the right to implement charges to cover a variety of additional services, including but not limited to the following:
- Sports clubs
 - Deposits for lockers
 - Work experience – covers DBS charge and work placement check and other required resources or training depending on placement
 - Trips – charged at cost (see below for further details)
 - Subject materials/equipment – charged at cost (see below for further details)
 - Exams – remarks and resits – charged at cost (see below for further details)
 - UCAS fee – paid directly to UCAS

- Music and Vocal Tuition (see below for further details)
- Printer credits (see below for further details)
- Ticket Sales for Performances – charged at cost

Educational Visits

- 4.2 Trips and visits including the cost of accommodation on residential trips, travel and insurance. An administration fee of 2% is added to the overall cost of the trip. This fee acknowledges the administrative time associated with making booking arrangements and handling payments for activities, together with costs such as bank charges.
- 4.3 It is not our intention to derive a profit from trips; costs for each trip should be calculated on a break-even basis. In cases where a large surplus is generated, this should be refunded. However, where a surplus is too small for refunds to be given (£10 or less per student) it will be retained. At the year-end (31/08) all surpluses/deficits remaining in the trip cost centre will be reconciled, with notes explaining variances.

Course Materials

- 4.4 Materials which become the property of the student, other than individual teaching notes. These include study packs, materials required for Art and Design courses, calculators for Mathematics courses. These do not include copies of examination papers or departmental handbooks;
- 4.5 Specialist requirements in connection with a student's course which the College arranges at the student's request with an outside agent, for example, special glazing and firing of ceramics;

Music Tuition

- 4.6 individual music tuition which is not offered as part of the core provision for a prescribed course and for which a set number of lessons has been agreed and a tutor engaged by the College;
- 4.7 Peripatetic instrumental/vocal teachers are supplied by the college to provide tuition to students. Students pay the peripatetic teacher directly for their services.

IT costs

- 4.8 Students are charged for purchasing printer credit, an initial supply of which is made available to each full-time 16-18 student and allocated on a monthly basis.

Examinations

- 4.9 Examinations include formal written examinations and incorporating other forms of assessment) in the following circumstances:

- a) where the examination is not associated with a prescribed general qualification¹ (other than the university examinations such as STEP, BMAT and the Advanced Extension Award, which will be paid for by the College);
- b) where a student is re-sitting an examination or part of an examination, an earlier entry for which has already been paid for by the College
- c) where the preparation given by the College has enabled the student to take two or more alternative examinations in the same subject, when the College will only pay for one entry
- d) where the student has failed to satisfy the course requirements for any public examination for which the College would normally pay, for example by unsatisfactory attendance or by not handing in sufficient coursework/homework of an acceptable standard
- e) where a parent or student requests a post-results service provided by an awarding body
- f) Special delivery costs for final exam certificates
- g) where a student is entered against the advice of the senior leadership team at the college
- h) where a student has not been prepared for the examination by the College
- i) where a student is sitting an examination which is not part of their learning agreement
- j) where a student misses or withdraws from an examination for no good reason
- k) where a student requests the following after the deadline has passed:
 - examination entry
 - certification

Travel

- 4.10 Travel facilities provided by the College in certain circumstances. This may include transport directly to and from home to an activity sanctioned by the College;
- 4.11 Charges will not be made for transport where the cost has been met in full by another organisation/body

Breakages, Damages and Lost Items

- 4.12 Parents/Carers will be expected to pay for all and any breakages or damages caused by their child's irresponsible or careless behaviour and deliberate

¹ General Qualification is the term used by QCA/JCQ for A-levels, GCSE etc; the category does not include university entrance examinations

vandalism, whether onsite or offsite (where the expected responsibility will be covered by a loan agreement). They will also be expected to pay for replacement text/library books or other Academy property entrusted to their child if lost, damaged or defaced.

5 Deposits

- 5.1 From time to time deposits may be required which are normally fully refundable except in cases of damage, theft or after a student is allowed to drop the relevant subject or voluntarily leaves the College after paying a deposit for a trip.
- 5.2 In certain circumstances a deposit may have been made to a third party, for instance accommodation or travel for a residential trip, in which case a refund may not be possible.

6 Fees

- 6.1 In addition to the charges outlined above, students who are either part-time or who do not meet the criteria for 'home' students are liable to pay fees. The ESFA guidance states "For funding purposes, an 'overseas' student will be defined as one who does not meet the criteria defining a 'home' student as also set out in paragraphs 38 to 41 above. Overseas students are not eligible for funding and institutions can charge these students full-cost tuition fees".
- 6.2 Details of current fees are available from the Chief Financial Officer.

7 16-19 Student Bursary Fund

- 7.1 Students who are 16-19 and on publicly funded courses who meet, or whose parents meet, the eligibility criteria may qualify for support from the Government's Bursary Fund.
- 7.2 The 16-19 Bursary Fund offers help to students continue in full-time education, who might otherwise be financially disadvantaged. The Fund has 2 parts:

Vulnerable Bursary

- 7.3 Awards up to £1,200 per annum are made, on evidence of financial need, if at least one of the following applies, students are:
- In care
 - Care leaver
 - Receiving Income Support, or Universal Credit because they are financially supporting themselves or financially supporting themselves and someone who is dependent on them and living

with them such as a child or partner

- Receiving Disability Living Allowance or Personal Independence Payments in their own right as well as Employment and Support Allowance or Universal Credit in their own right

Discretionary Bursary

- 7.4 Students living with parents/carers can apply for the Discretionary fund. Eligibility is primarily based on the level of household income (including all benefits) which is reviewed regularly by the Trust.

Bursary Applications

- 7.5 Students are encouraged to apply if they have extenuating circumstances leading to a financial need in attending and participating in college. A copy of the bursary statement and the Application Form are available on the college website. Further information can be obtained by contacting the bursary team on bursary@suffolkacademiestrust.ac.uk

8 Linked Policies, Statements and Procedures

- Examinations
- Extra-curricular Examinations
- Private Tuition Policy
- Educational Visits policy
- Equality and Diversity
- 16-19 Bursary information
- Financial Regulations

Revision History – Charges & Remissions Policy

Revision date	Reason for revision	Section number	Changes made
			New policy